



STATE OF ARIZONA
DIVISION OF EMERGENCY
MANAGEMENT



RECOVERY SECTION

STANDARD OPERATING PROCEDURES

PUBLIC ASSISTANCE PROGRAM

SECTION 4

PRELIMINARY DAMAGE ASSESSMENT



**STATE OF ARIZONA
DIVISION OF EMERGENCY MANAGEMENT
PUBLIC ASSISTANCE PROGRAM**



STANDARD OPERATING PROCEDURES

PRELIMINARY DAMAGE ASSESSMENT (PDA)

I. PURPOSE

Incident assessment is the first step of the recovery process and begins with the completion of the Preliminary Damage Assessment (PDA).

The purpose of a PDA is to acquire data on disaster damages and in-kind repair estimates following a disaster event. This data helps to measure the impacts in dollars and is the foundation for determining whether the Governor should declare the event a state disaster and/or request federal assistance.

The applicant (e.g., emergency managers) completes a damage assessment and an Incident Information Questionnaire and submits to ADEM with their application for state assistance. The PDA and Incident Information Questionnaire are used to prioritize and assess identified damaged areas.

Following ADEM's review of the documentation submitted, representatives from ADEM will contact the applicant(s) requesting assistance and conduct a joint damage assessment. The confirmation of the damage impact from the event allows the Director of the Arizona Division of Emergency Management to accurately brief the Governor and other parties of interest.

Should the state determine that the recovery effort is beyond state and local capabilities, state officials will request the FEMA Regional Office (Oakland, CA) to conduct a joint federal/state/local PDA. When FEMA's validation of the impacts is complete, the Governor will determine whether or not to request Federal disaster assistance.

II. PDA CHECKLIST

PDA data is recorded on two forms:

- Preliminary Damage Assessment Site Estimate
- Preliminary Damage Assessment Site Summary

Note: There are two versions of each form: Arizona Division of Emergency Management and the Federal Emergency Management Agency. The forms are essentially identical and either can be completed. Our rule of thumb is use the ADEM form unless the event is of such significance that it is most likely Federal disaster assistance will be requested, in that case we recommend using FEMA's form.

An optional PDA Checklist, can be used for each applicant to help the PAC in completing the Preliminary Damage Assessment Site Estimate and Summary forms. It is solely to assist the PAC in gathering data for each damaged site.

III. PRELIMINARY DAMAGE ASSESSMENT SITE ESTIMATE (AZ Form AZ PA 204-18, FEMA Form 90-81 MAR 95)

This form is used in the field to enter the data at each of the applicant's damaged sites by entering the following data:

PART I – APPLICANT INFORMATION

- 1) Date – start of recording PDA data
- 2) County – AZ county of applicant
- 3) Name of Applicant – responsible agency for damaged sites
- 4) Name of Local Contact & Email Address – person representing the agency for damaged sites and their email address
- 5) Phone Number – local contact telephone number

PART II – SITE INFORMATION

- 1) Site Number – starting with 1
- 2) Category – A,B,C,D,E,F, or G
- 3) Location – damage site
- 4) Lat/Long – GPS data for damaged site
- 5) Description of Damage – accurate data on damage
- 6) Impact – what are the consequences from the damages at the site
- 7) List the environmental issues, if applicable, at the damage site
- 8) Number of photographs of damage
- 9) % Complete – repair of the site
- 10) Cost Estimate – estimate of cost for in-kind repair

The data in PART II is recorded for each damaged site and is used to help in accurately obtaining data for each damaged site. Pictures of the damaged sites must be taken, printed, and saved to CD. A copy of the printed pictures are attached to the completed PDA form.

IV. PRELIMINARY DAMAGE ASSESSMENT SITE SUMMARY

(AZ Form AZ PA 204-19, FEMA Form 90-80 JAN 84)

This form summarizes the data from the Preliminary Damage Assessment Site Estimate by entering the following data:

PART I - APPLICANT INFORMATION

- 1) Date – start of recording PDA summary data
- 2) County – AZ county of applicant
- 3) Name of Applicant – responsible agency for damaged sites
- 4) Name of Local Contact & Email Address – person representing the agency for damaged sites and their email address
- 5) Phone Number – local contact telephone number
- 6) Population of the county
- 7) Total public works budget of county
- 8) Maintenance budget of county
- 9) Date the fiscal year begins for county

PART II - COST ESTIMATE – SUMMARY

(Complete the sites estimates before summarizing in this form)

- 1) List total number of damaged sites for a given category, the types of damages, and the total cost estimate of damages for that category.
- 2) List the applicants potential local fund for recovery and their account and the available balance
- 3) Total all the cost estimates from all the damages in all categories.
- 4) Total all the available balances from the applicant's local funds for recovery.

PART III – DISASTER IMPACTS

(use separate sheets if necessary)

1) GENERAL IMPACT:

Answer the three questions pertaining to the damage sites that were summarized in PART II.

2) RESPONSE CAPABILITY:

Describe the applicant's ability to respond and recover quickly without degradation of public services.

3) IMPACT ON PUBLIC SERVICES IF DECLARATION IS NOT MADE:

Describe problems (e.g., deferral of permanent repairs, support of ongoing services and capital improvements, etc.) that the applicant may face should no recovery funding be received.

V. PDA SUBMISSION

Completed PDA forms must be submitted to:

Arizona Division of Emergency Management
Recovery Office
5636 East McDowell Road, Bldg 5507
Phoenix, AZ 85008-3495



STATE OF ARIZONA
DIVISION OF EMERGENCY MANAGEMENT
RECOVERY SECTION



Public Assistance Damage Assessment Guidelines

Category	Purpose	Eligible Activities
A: Debris Removal	Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property	<ul style="list-style-type: none">• Debris removal from a street or highway to allow the safe passage of emergency vehicles• Debris removal from public property to eliminate health and safety hazards
B: Emergency Protective Measures	Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property	<ul style="list-style-type: none">• Emergency Operations Center activation• Warning devices (barricades, signs, and announcements)• Search and rescue• Security forces (police and guards)• Construction of temporary levees• Provision of shelters or emergency care• Sandbagging • Bracing/shoring damaged structures• Provision of food, water, ice and other essential needs• Emergency repairs • Emergency demolition• Removal of health and safety hazards
C: Roads and Bridges	Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs	<ul style="list-style-type: none">• Eligible work includes: repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features, such as guardrails.
D: Water Control Facilities	Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted	<ul style="list-style-type: none">• Channel alignment • Recreation• Navigation • Land reclamation• Fish and wildlife habitat• Interior drainage • Irrigation• Erosion prevention • Flood control
E: Buildings and Equipment	Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles	<ul style="list-style-type: none">• Buildings, including contents such as furnishings and interior systems such as electrical work• Replacement of pre-disaster quantities of consumable supplies and inventory. Replacement of library books and publications.• Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning and painting necessary to restore the building.• All types of equipment, including vehicles, may be eligible for repair or replacement when damaged as a result of the declared event.
F: Utilities	Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities	<ul style="list-style-type: none">• Restoration of damaged utilities.• Temporary as well as permanent repair costs can be reimbursed

Category	Purpose	Eligible Activities
G: Parks, Recreational Facilities, and Other Items	Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F	<ul style="list-style-type: none"> Roads, buildings, and utilities within those areas and other features, such as playground equipment, ball fields, swimming pools, tennis courts, boat docks and ramps, piers, and golf courses. Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff. Repairs to maintained public beaches may be eligible in limited circumstances

Only state agencies and political subdivisions* are considered eligible for assistance under the State of Arizona's Public Assistance Program. The Arizona State Statutes preclude assistance to Private Nonprofit Facilities (PNP) under a state disaster declaration. However, certain PNPs may be covered by a Federal Disaster Declaration.

*Political Subdivision means any county, incorporated city or town, or school, community college or other tax-levying public improvement district.

Adapted from the *Public Assistance Guide, FEMA 322*

Additional policy information is available at <http://www.fema.gov/government/grant/pa/policy.shtm>

PDA CHECKLIST

Date:		Time:	
Applicant:			
Contact:	Phone:()	Email:	
Alternate Contact:	Phone:()	Email:	
Have you applied for FEMA or State assistance before:		Yes	No
If yes, when			
Critical Facilities affected? (Hospitals, schools, etc...)		Yes	No
DEBRIS OPERATIONS: (Cat A) Locations:			
Date of damages:			
What type of debris?			
Do you have a Pre-Disaster Debris Contract? Yes/No		Contractor:	
Estimated % complete with your debris operations:			
Do you have a debris plan in place? Yes/No		Date of Plan?	
Types of debris?			
Debris Collection: Residents placing at curbside? Yes/No			
Residents hauling to: Temporary storage site		<i>or</i>	
Disposal site: (location)			
Method of pickup and disposal:			
Force Account		Contract:(who?)	
Burning:	Chipping:	Burying:	
Required permits on file?		Yes	No
Name and location of disposal site:			
Is this site licensed for this type of debris?		Yes	No
Hazardous material? (e.g. white goods, household products, asbestos, etc.)			
Any contamination of debris from floodwaters from sewage, leaking fuel tanks, commercial operations?			
		Yes	No
How is it being handled?			
How are you monitoring the debris operations?			
Is any debris being stockpiled in what appears to be a wetland or a floodplain? Yes/No			
If the work is being done by contract, did you advertise for competitive bids? Yes/No			
Anticipated debris operation completion?			
PLEASE have a copy of bid available for FEMA review.			
EMERGENCY PROTECTIVE MEASURES: (Cat B) Locations:			
Date of damages:			
Were there any temporary roads put in? Yes/No		If so, where?	
Any temporary levees? Yes/No		Have they been removed?	
Was there any contamination of sandbags from floodwaters? Yes		No	
How were they disposed?			
Any vector control?		Yes	No

<u>ROADS and BRIDGES:</u> (Cat C) Locations:				
Date of damages:				
Are any roads or bridge closures?	Yes		No	
If so, are they affecting the following:				
Emergency Vehicle Routes?	Yes		No	
School Bus Routes?	Yes		No	
Mail Service?	Yes		No	
Number of miles to reroute services?				
Approximate number of families affected?				
Are they FHWA (Federal Highway Administration) roads?	Yes		No	
Are they ERFO (Emergency Relief Federally Own) roads?	Yes		No	
Who maintains roads and bridges?				
Age & location of any potential Historic bridges/structures:				
Dredging/fill/riprap required in waterway?	Yes		No	
Any potential for Endangered Species?	Yes		No	
Any relocation of roads or bridges anticipated?	Yes/No	If so where?		
PLEASE have maps available designating the damaged areas.				
<u>WATER CONTROL FACILITIES:</u> (Cat D) Locations:				
Date of damages:				
Any levees or dams damaged? Yes/No	Where?			
(Will require coordination with USACE)				
Damaged: Floodwalls	Flood Control			
Channels	Pump Stations			
Repair to drainage channels (dredging, filling)?	Yes		No	
(Will need coordination with USACE)				
Debris? Yes/No	Sand Bagging? Yes/No	Emergency Repair? Yes/No		
Agency responsible for maintenance and/or repair of the facility?				
Easement to maintain facility recorded?	Yes		No	
<u>PUBLIC BUILDINGS, CONTENTS and EQUIPMENT:</u> (Cat E) Locations:				
Date of damages:				
Facilities affected?				
Approx. age; is it a known Historic building/district?				
Any demolition anticipated?	Yes		No	
Is it substantially damaged? Yes/ No	Age?			
Any possibility of asbestos in a building being considered for demolition? Yes/No				
Do you own the building?	Yes		No	
Do you have insurance? Yes/No	Amount of Deductible? \$			
What is the date of building construction?				
Is it located in a 100-year floodplain?				
Have you contacted your agent?	Yes		No	
PLEASE have a copy of your policy and any correspondence with you insurance company.				

UTILITIES: (Cat F) Locations:			
Date of damages:			
Did the following utilities sustain damage during this event:			
Electricity?	Yes		No
Will any poles need to be relocated? Yes/No If so where?			
Water? Yes/No (Are repairs complete? Yes/No)			
Sewage? Yes/No (Are repairs complete? Yes/No)			
Other?			
Contamination of adjacent water bodies?		No	
Yes			
Are the facilities insured?	Yes	No	
PLEASE have a copy of your policy and any correspondence with you insurance company.			
PARKS, RECREATION FACILITIES: (Cat G) Locations:			
Date of damages:			
Any known wildlife areas? Yes/No	Where?		
Note: Damage within or adjacent to forests, wetlands, flood-ways, wilderness areas.			
DOCUMENTATION:			
What documentation is ready for review and project formulation?			
Force Account Labor: Yes/No (thoroughly document OT)			
Force Account Equipment: Yes/No (Hours used for what?)			
Contracts: Yes/No (Date contract signed)			
Rental equipment: Yes/No (Invoice required)			
Materials and Supplies: Yes/No (Invoice required)			
Documented Volunteer Labor: Yes/No (Support documentation required)			
OTHER:			
Environmental Concerns?	Yes	No	
Historical Issues?	Yes	No	
Remarks:			
Please have personnel available that are knowledgeable with the damaged infrastructure as well as record keeping and department leads to assist in project worksheet preparation.			
LOCATION OF NEAREST USEABLE:			
AIRPORT:			
RAIL FACILITY:			
VEHICLE PARKING AREA:			
FEMA/STATE Representatives:			

ARIZONA DIVISION OF EMERGENCY MANAGEMENT					DATE	
PRELIMINARY DAMAGE ASSESSMENT SITE ESTIMATE						
PART I — APPLICANT INFORMATION						
COUNTY	NAME OF APPLICANT		NAME OF LOCAL CONTACT & EMAIL ADDRESS		PHONE NO.	
PART II — SITE INFORMATION						
KEY FOR DAMAGE CATEGORY (<i>Use appropriate letters in the "category" blocks below</i>)						
A DEBRIS REMOVAL		D WATER CONTROL FACILITIES		G OTHER (Parks, Rec Facilities, Etc.)		
B PROTECTIVE MEASURES		E PUBLIC BUILDINGS				
C ROADS AND BRIDGES		F PUBLIC UTILITIES				
SITE NO.	CATE-GORY	LOCATION (<i>Use map location, address, etc.</i>)			LAT	LONG
DESCRIPTION OF DAMAGE						
IMPACT:		ENVIRONMENTAL ISSUES	NO. OF PICS	% COMPLETE	COST ESTIMATE	
SITE NO.	CATE-GORY	LOCATION (<i>Use map location, address, etc.</i>)			LAT	LONG
DESCRIPTION OF DAMAGE						
IMPACT:		ENVIRONMENTAL ISSUES	NO. OF PICS	% COMPLETE	COST ESTIMATE	
SITE NO.	CATE-GORY	LOCATION (<i>Use map location, address, etc.</i>)			LAT	LONG
DESCRIPTION OF DAMAGE						
IMPACT:		ENVIRONMENTAL ISSUES	NO. OF PICS	% COMPLETE	COST ESTIMATE	
SITE NO.	CATE-GORY	LOCATION (<i>Use map location, address, etc.</i>)			LAT	LONG
DESCRIPTION OF DAMAGE						
IMPACT:		ENVIRONMENTAL ISSUES	NO. OF PICS	% COMPLETE	COST ESTIMATE	
NAME OF INSPECTOR & EMAIL ADDRESS		AGENCY		OFFICE PH	HOME PH	

ARIZONA DIVISION OF EMERGENCY MANAGEMENT
PRELIMINARY DAMAGE ASSESSMENT SITE SUMMARY

DATE

PART I — APPLICANT INFORMATION

COUNTY	NAME OF APPLICANT	NAME OF LOCAL CONTACT & EMAIL ADDRESS	PHONE NO.
POPULATION	TOTAL BUDGET Approved \$ Balance \$	MAINTENANCE BUDGET Approved \$ Balance \$	DATE FY BEGINS

PART II — COST ESTIMATE - SUMMARY (COMPLETE SITE ESTIMATE BEFORE SUMMARIZING BELOW)

CATE- GORY	NO. OF SITES	TYPES OF DAMAGE	COST ESTIMATE	POTENTIAL LOCAL FUNDS FOR RECOVERY	
				FUND/ACCOUNT	AVAILABLE BALANCE
			TOTAL		TOTAL

PART III — DISASTER IMPACTS (USE SEPARATE SHEETS IF NECESSARY)**A. GENERAL IMPACT:**

1. Identify and describe damages which constitute a health and/or safety hazard to the general public.

2. Population adversely affected directly or indirectly by the loss of public facilities or damages.

3. What economic activities are adversely affected by the loss of public facilities or damages?

B. RESPONSE CAPABILITY: Can the applicant respond and recover from the damages quickly and without degradation of public services? Describe.

C. IMPACT ON PUBLIC SERVICES IF DECLARATION IS NOT MADE: e.g., Deferral of permanent repairs, impact on ongoing services and capital improvements, etc. Describe.

NAME OF INSPECTOR

AGENCY

PHONE NO. & EMAIL ADDRESS